



Richard Grubb & Associates, Inc. is seeking a motivated intern to be based out of its Philadelphia office and work with its Architectural History department. The internship will provide experience with federal and state cultural resource management regulations, including the National Environmental Policy Act and Section 106 of the National Historic Preservation Act of 1966. Activities will include conducting historical research and writing, research in support of historical, historic architectural and archaeological investigations, and technical report writing. Other work may include assistance with completing planning documents, historic structures reports, HABS/HAER documentation, historic contexts, and other types of historic preservation related work.

This internship will provide an opportunity to build and expand on one's knowledge of the regional history, culture, and built environment of the Mid-Atlantic. Familiarity with conducting archival research including title searches, utilizing online research tools, and writing clear, cogent, and thorough historic contexts would be advantageous.

Responsibilities for the Architectural Historian intern will include:

- Assist staff and provide support in conducting cultural resource identification and evaluation surveys for public and private sector clients under the guidance of a senior architectural historian;
- Assistance with the preparation of technical documents regarding historic properties for Section 106 and NEPA compliance. Tasks include background research, identification, and National Register evaluation of historic resources, and technical writing; and
- Support of other RGA departments and regional offices with historic preservation planning, site history research, and compliance services.

Requirements:

- Currently pursuing a Master's Degree in History, Architectural History, Historic Preservation or closely related discipline;
- Experience researching the history of the built environment and communities, and knowledge of available sources;
- Knowledge of architectural styles, forms, building materials, periods of development and historic contexts;
- Excellent research, writing, and photographic abilities;
- Ability to read and interpret aerial photography and maps; and
- Proficiency in Microsoft Office suite.

Strong written and verbal communication skills are desired, as is the ability to work professionally with RGA personnel, clients, and review agency staff. The ideal candidate will be detail-oriented, possess strong organizational skills, have the ability to manage priorities, and to meet project deadlines. This position requires periodic outdoor work with travel subject to project needs.

This is a paid, part-time internship with an expected commitment of 10-20 hours per week. RGA's Philadelphia office is located at the Bok Building at 800 Mifflin Street, Philadelphia, PA 19148. A dedicated workspace with a company computer will be provided.

This position offers excellent opportunities for professional and personal development with practical, hands-on experience and mentoring.

Prospective candidates should send a cover letter and resume to:

Alice Domm
President & CEO
Richard Grubb & Associates, Inc.
adomm@rgaincorporated.com

No phone calls, please.